



## Hemat Gryffe Women's Aid Board of Directors Roles and Responsibilities

### 1. Job Identification

Job Title: Director of Hemat Gryffe Women's Aid (Voluntary Position)

### 2. Purpose

The Directors shall be responsible and accountable for ensuring the strategic direction, effective management, and accountability of Hemat Gryffe Women's Aid. The Directors will be expected to attend Board meetings which will normally be held quarterly

### 3. Principal role as a Director of Hemat Gryffe Women's Aid

Directors are legally Charity Trustees of Hemat Gryffe Women's Aid. Directors are responsible for ensuring Hemat Gryffe Women's Aid operates within its own rules, within the law and remains solvent. As a Director of the company, you must act at all times in the best interests of the company and share responsibility for the decisions made by the Board of Directors.

The range of responsibilities that must be exercised by the Board of Directors includes:

- Determining the strategic direction of the company
- Managing risk
- Ensuring effective systems of internal financial control and accountability
- Developing and maintaining an effective Board and related Meetings
- Provide support to the staff team as and when required.

### 4. Main duties and responsibilities

**To promote and safeguard the values and mission of the company.**

- Understand, be committed to and promote the aims and strategic objectives of the company and its core values as set out in the business plan
- Ensure the organisation acts at all times in line with its Memorandum and Articles of Association, charity and company law and all other relevant legislation
- Ensure organisational practices comply with company governing documents and strategic objectives

**Determine the strategy and structure of the company.**

- Work with the management team to produce a strategic plan that meets the organisation's agreed aims and intended outcomes
- Monitor, review and update the strategic plan to ensure it is fit for purpose
- Ensure the organisation has an appropriate structure in terms of governance, management, and operation to meet its agreed aims and objectives
- Provide strategic input to the business plan, which sets out a programme of activities that deliver the organisation's strategic objectives
- Work with the management team to approve budgets to achieve the objectives established in the business plan and regularly monitor performance.

**Ensure Hemat Gryffe Women's Aid operates in an effective, responsible and accountable manner**

- Identify, establish, and review policies and procedures required by law to support good organisational management and employment practices
- Ensure equality is mainstreamed within all policies and practice
- Ensure the company is financially stable and manages and accounts for its finances, assets, and other resources efficiently in accordance with accounting and legal requirements
- Ensure that the staff team are appropriately, supervised, supported, and appraised
- Carefully consider all information, advice and reports presented and request further information including legal or specialist advice where necessary
- Maintain and review the organisation's system of delegated responsibility, internal controls, financial controls, and performance reporting
- Ensure the accountability of the organisation as required by law to OSCR, Inland Revenue, Registrar of Companies, members, funders, and the public

**Ensure the effective functioning of the Board of Directors**

- Work constructively with all Directors to ensure the Board of Directors is an effective body acting in the interests of the organisation.
- Specify in role descriptions the particular responsibilities and powers delegated to particular posts (e.g., Chair, Treasurer) or to any sub-groups
- Recruit a Board of Directors Group that reflects the membership and wider community that the organisation serves and provides the range of skills and experience
- Take part in induction and other training identified by the Board of Directors and management team.
- Review and develop policies and procedures that determine the conduct of the Board of Directors and its meetings
- Ensure conflicts of interest are declared and handled in accordance with policy
- Prepare for and attend Directors Meetings and contribute to discussions and decision making
- Be proactive in keeping up to date about issues which affect the organisation and promote the organisation externally as agreed with the Board of Directors. Participate in tasks as required over and above-Board meetings

### **5. Decisions and Judgments**

The Board of Directors share responsibility for decision making in relation to:

- Developing the strategic direction of the company
- Financial management
- Business planning
- Human Resource Management/Employment matters
- Organisational policies and procedures
- Risk management

### **6. Communication & Relationships**

The Board of Directors will develop and maintain positive working relationships with:

- The staff
- Partners of the company
- Funders and stakeholders
- The general public
- Any other relevant stakeholder as required by the company

### **7. Demands of the Role of Director**

- Attend regular board meetings.
- A commitment of no less than 1 calendar year to the company
- A commitment to attend the company Board of Directors Induction Programme
- A commitment to attend quarterly meetings or as required during the course of the year
- To learn about the company, aims and objectives, and the external environment it is working within
- Strategic decision making
- Supporting other directors and staff